



## Papua New Guinea Customs Service

### How to Add, Delete or Modify Container details on a Bill

The following “Functional Note” provides registered users of the ASYCUDA World (AW) system with the information necessary to enable them to add, delete or modify container details a Bill.

#### How to Add a Container to a Bill

This is done as follows:

1. In order to add a container to a Bill, ensure that the **Box Total containers** is filled with a number, representing the total number of containers for the Bill and thus different than 0 and click on the **Container Tab** at the bottom of the screen

2. Click on **Containers Tab**

Container number	Nbr. of pkg	Ctn. type	E/F	Seals	Marks	Marks	Party	Empty weight	Goods weight
TRLU 1234567	32	20	LCL				SHI		64000
CRLU0567891	32	20	FCL				SHI		32000

3. Fill in the screen with the container details (refer to “How to complete a Manifest, including Bills and Containers” for the status of the field (i.e. Mandatory/Optional/Prohibited):

**IF sub bill, ensure to use F3 rather than typing**

- a) **Container Number** → identifying number of the container  
It should be noted that all containers used are normally BIC coded

- b) **Nbr.of pkg** → number of packages within the container associated with the Bill



Nbr. of pkg  
200

By default the AW system will display automatically the total number of packages from the bill. If the goods are in more than one container, the number of package must be adjusted.

- c) Select the container type **Ctn.type** from the drop-down menu

Ctn. type	E/F	Seal numbers
20	20' container	
40	40' Container	
OTH	Any other types of container	

- d) Select the indication **E/F** from the drop down menu

E/F	Seal numbers
EMP	Empty
FCL	Full Container Load
LCL	Less than Container Load

- e) Indicate the number of seals, the **seal number** and its identification, if any

Seal numbers  
2      MARK 1      MARK 2

- f) Select **Party** (i.e. the entity who seals the container) from the drop down menu

Party	Empty weight	Good
CUS	Customs Seal	
OTH	Other Seal	
SHI	Shippers Seal	

- g) **Empty Weight** → weight of the empty container associated with the Bill

Empty weight  
100.00

- h) **Goods weight** → weight of the goods associated with the Bill

Goods weight  
2,000

Do not forget to press “Tab” or “Enter” after entering the Goods weight

- When completed, click on the “Add a new Container”  icon on the top of the container screen

Waybill - Containers

Container Information

Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers	MARK 1	MARK 2	Party	Empty weight	Goods weight
TRLU66712369	200		FCL	2			OTH	100.00	25,000

This will allow the system to verify that all the mandatory fields have been filled and to display any errors, if any

Waybill - Containers

Container Information

Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers	MARK 1	MARK 2	Party	Empty weight	Goods weight
TRLU66712369	200		FCL	2			OTH	100.00	25,000

Error: Container type, input required

- Correct the error(s) and click again on the “Add a new Container”  icon on the top of the container screen

Once all the errors have been corrected, this will allow the container to appear in the list of containers

Waybill - Containers

Container Information

Container number	Nbr. of pkg	Ctn. type	E/F	Seal numbers	MARK 1	MARK 2	Party	Empty weight	Goods weight
TRLU66712369	200	40	FCL	2	MARK 1	MARK 2	OTH	100	25000

- Repeat this step for as many time as containers need to be added
- Return to the **Waybill** Tab and **Verify and Save the changes** (refer to the “How to add or delete Bills on Manifest” functional note)



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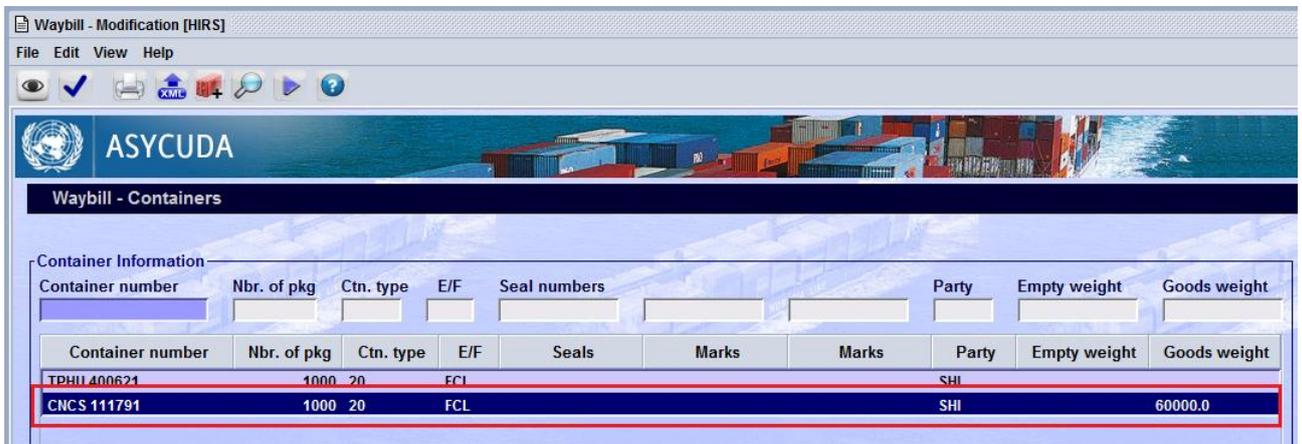
## How to Delete a Container from a Bill

This is done as follows:

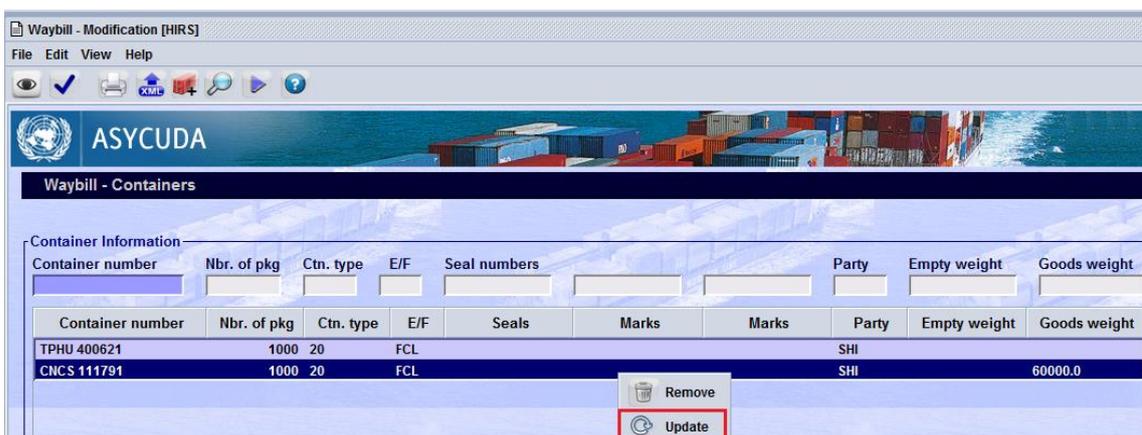
1. From the **Waybill – Modification** screen, click on **Containers Tab**



2. Once the container list is displayed, highlight the container to be deleted. The line will appear in dark blue



3. Right click and choose **Remove**



4. Click  on the **Warning** screen if you want to delete the container

Conversely, click  on the **Warning** screen if you don't want to delete the container



5. Click by confirming the deletion of the container. The system will remove all details regarding the container



6. Repeat the above steps for any further containers that need to be deleted

7. Return to the **Waybill** Tab and **Verify** and **Save the changes** (refer to the “How to add or delete Bills on Manifest” functional note)

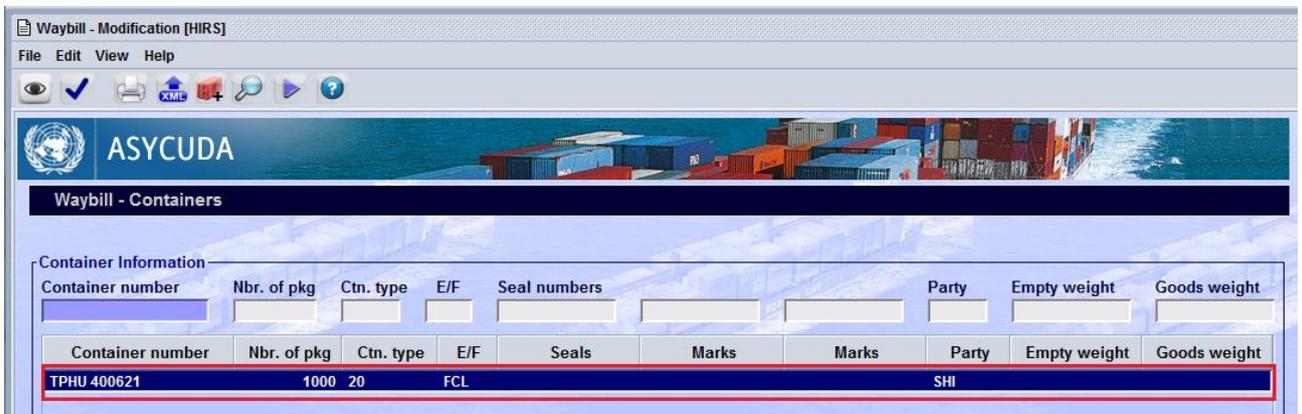
## How to Modify the Container details on a SAD

This is done as follows:

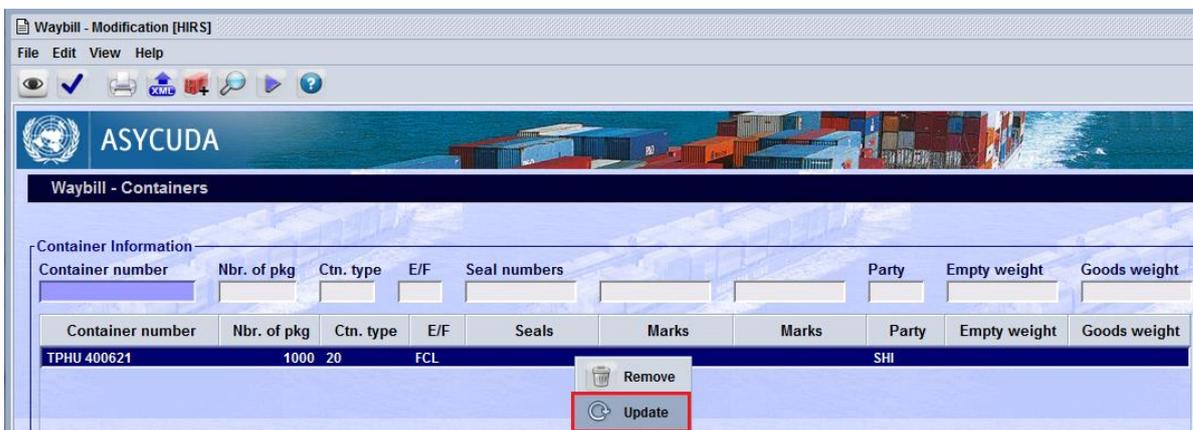
1. From the **Waybill – Modification** screen, click on the **Containers Tab**



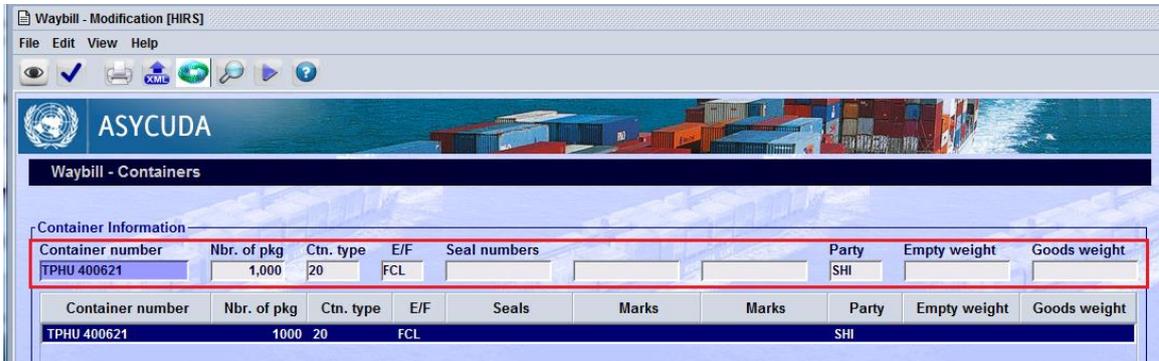
2. Once the container list is displayed, highlight the container to be modified. The line will appear in dark blue



3. Right click and select **Update**



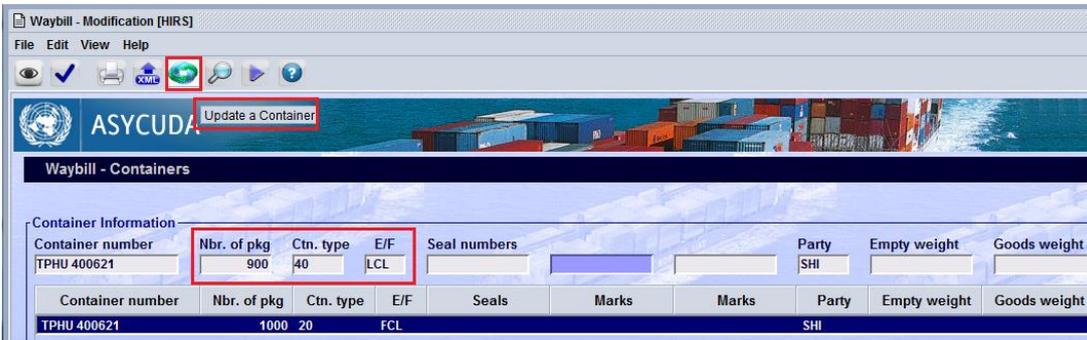
- The system will automatically display the container details on top of the screen (i.e. above the container list).



- Modify the incorrect information, noting that all the fields associated with the container can be modified with the exception of the Container number

If an incorrect reference has been previously entered for a container, there is no other option than to delete the container itself (refer to the previous section)

- Once the container details have been updated, click on the **Update a Container**  icon



- The system will automatically display the updated details in the container list



- Return to the **Waybill** Tab and **Verify and Save the changes** (refer to the “How to add delete Bills on Manifest” functional note)